



Anhalt University of Applied Sciences

For MBE-students - **Hints after arriving** -

Important documents for the first time in Germany:

From home

Passport
Visa
Admission letter
Documents of the bank account
Around 5 passport photos
Perhaps travel insurance
Money (cash) for deposit, first rent, enrolment at University, ... (around 600 Euro)

In Germany

Contract of room
Letter from city registration (letter box number!)
Police of health insurance
Student passport

First important steps

Contract of accommodation to get an official address in Germany
(Studentenwerk campus: building Mensa or WH 5 or private)

You need: Passport, admission, bank account - IBAN, money for the deposit and first rent, 2 passport photos

City registration office of Köthen (Wallstraße 1-5, House 3/4) register within 14 days of moving into new place

You need: Passport, admission, contract of room

Health insurance (ask Mrs. Klose)

You need: Passport, bank account - IBAN, contract of room or letter from city registration, 1 passport photo, copy of Bachelor degree/ transcript (number of semesters studied)

Activate or open bank account (Deutsche Bank, Schalaunische Str. 35)

You need: Passport, bank account, admission, letter from city registration

Pay semester contribution - only if you haven't done it from home (ask Mrs. Klose)

You need: 76,- Euro, bank account, admission

Registration at University (ask Mrs. Klose or student service centre - SSC, campus: building 03)

You need: admission, receipt of paying semester contribution, health insurance, 1 passport photo

Apply for Internet at University (IT service centre – ISC, campus: building 03)

You need: student registration, physical addresses of your own pc, perhaps contract of room

Apply for student residence permit (*Ausländerbehörde - local foreigner's office*)

About **8 weeks before your visa expires**, you must renew the visa at the local foreigner's office.

Charges first time applicants – 100 Euro (1 year)